

Initial Application: Required Documents Checklist

Program: _____

Date: _____

Programs must submit a complete application for review, and include all of the documentation listed on the following pages.

Section One: Application

- ☐ Program Information
- ☐ General Operations
- ☐ Program Assurances
- ☐ Core Approval
- ☐ Administrative Staff
- ☐ Program Map
- ☐ Playground Map
- ☐ Playground Schedule (program wide schedule for all playground spaces used by RIDE approved classrooms)
- ☐ Classroom Plan (one per each group of children in a RIDE Approved classroom)
- ☐ Classroom Schedule (one per RIDE class)
- ☐ School Year Calendar

Section Two: Current Inspections

Please provide copies of the following documents:

- ☐ DCYF License or Non Public School Approval, as applicable
- ☐ OSHA Inspection
- ☐ Building Inspection – documenting that the program meets applicable codes and is approved for use as an educational or child care facility.
- ☐ Lead Free/Safe Inspection Report
- ☐ Asbestos Free/Safe Inspection Report
- ☐ Radon Test – conducted every three years, please supply the most recent test.
- ☐ Evidence of Public Water Supply (copy of water bill or a letter from Public Water Supply Company) OR Department of Health Water Quality Certificate
- ☐ Annual Fire Inspection Report

Section Three: Staff Credentials

Staff Credentials Packets (Checklist, Required Documents and a Professional Development Plan) are required for the following individuals:

- ☐ Early Childhood Education Coordinator
- ☐ Teacher(s) for each class seeking RIDE Approval
- ☐ Teacher Assistant(s) for each class seeking RIDE Approval

Section Four: Written Program Policies and Plans

Provide copies of each of the following written policies and plans for your program. If written plans are included in your programs' staff or family handbook, be sure to note the page number to ensure that they are located by the reviewer:

- ☐ **Cleaning and Sanitation Plan** – This written plan needs to be classroom specific and address Standards 2.9 and 2.10. Completed plans should be posted in applicable classrooms to assist staff and volunteers.
- ☐ **Preschool Enrollment Age** (as applicable) – This policy should address Standards 3.1 and 3.2.
- ☐ **Kindergarten Enrollment Age** (as applicable) – This policy needs to address Standards 3.1 and 3.2.
- ☐ **Diapering and Toileting Plan** – This written plan needs to address Standard 1.9.
- ☐ **Children with Special Needs** – This written plan needs to address Standards 2.5, 2.6, 2.12 and 2.13.
- ☐ **Guiding Children's Behavior** – This written plan needs to address Standards 2.2, 2.3 and 2.4.
- ☐ **Releasing Children** – This written plan needs to address Standard 6.14.
- ☐ **Confidentiality** – This written plan needs to address Standard 6.15. Additionally, signed documentation of understanding and agreement for all employees, consultants and volunteers needs to be on file with your program.
- ☐ **Program Improvement Plan** – This written plan to include: Annual Self Assessment (Standard 6.8) and Annual Program Improvement Plan (Standard 6.8).
- ☐ **Systems of Staff Support** – This written plan needs to include: Systems of Supervision and Staff Support (Standards 6.10, 7.8, 8.9, 9.2 and 10.9); Ongoing Staff Evaluation Process (Standard 6.11); and Annual Professional Development Plan (Standard 6.9).
- ☐ **Curriculum Framework** – This written plan needs to include: Philosophy Statement (Standards 7.1 and 9.1); Content (Standard 7.5); Process (Standard 7.2 and 7.6); Context (Standard 7.4 and 7.7); Teaching and Facilitating (Standards 7.3 and 9.3); and Including Children with Special Needs (Standard 9.4).
- ☐ **Child Assessment Framework** – This written plan needs to include: Philosophy Statement (Standard 8.1); Use of Norm Referenced and/or Standardized Tests (Standard 8.2); Collaboration with Child Outreach (Standard 8.6); Providing Families with Assessment Information (8.3); and Written Assessment Plan (Standards 8.4, 8.5, 8.7, 8.8, and 8.10).
- ☐ **Family Engagement Framework** – This written plan needs to include: Program Expectations (Standard 10.1); Supporting Staff Competencies in Engaging Families (10.9); Seeking and Utilizing Input from Families (10.6); Family Leadership Roles and Decision Making (10.2); Two-Way Communication Between Families and Programs (10.3); Family Observations and Visits (10.4); Facilitating the Transition of Children and Families (10.5); Engaging Families in their Child's Education (10.7); and Accommodating Families with Special Needs and Circumstances (10.8).
- ☐ **Family Handbook** – This document may be submitted upon completion of your written program plans.
- ☐ **Staff Handbook** – This document may be submitted upon completion of written program plans.

*For additional information, programs can access the latest early childhood information through the RIDE website at www.ride.ri.gov. Once there, click on the Early Childhood link to access the related **guidance documents for developing written program plans along with the program self-assessment which includes a resource list to support programs in the application process.***